Background
An employee or volunteer that is driving a university owned, leased or rented vehicle for official business, including ASU electric carts, must do all of the following:

- Complete an Authorized Driver process at the time of hire or at the time the employee needs to drive safely for university business.
- Have a valid United State Driver’s License.
- Agree to a recheck of Motor Vehicle Records and complete Authorized Driver training annually if the driver’s license has more than six points but less than eight.

Authorized Driver Process
From a departmental perspective, the positions must have a Driver type identified.

From the employee perspective, the Authorized Driver Process must complete the following steps:

- Completion of a Driver’s Authorization including the United States driver’s license number, issue date, expiration date and state of issue.
- MVR check that indicates that the driver has less than six points for an Arizona driver’s license.
- Completion of the Authorized Driver training.

From a volunteer perspective, the Authorized Driver Process is required and:

- Volunteer-affiliate ID - dates of appointment entered

There are variations to this process for immediate drivers, volunteer drivers and out-of-state drivers.

Standard Procedures

Authorized Driver Process establishing a driver designation on the position
- An employee is either designated as a required or optional driver on the position. See EHS 004 for definitions.
- There are two variations of required drivers: job code or department defined on the position. An employee identified as needing to drive for official business is either by employee job code or by the employee’s position based on the department’s need.
Procedures

- Employees required to drive by job codes are marked on their job code and this indicator initiates the Employee Self Service Driver Authorization process. The ESS process either occurs at the time of hire or at the time of position or job change.
- In PeopleSoft HCM > Create and Modify a Position page contains a Driver drop list with values: Dept. Required, Not Applicable and Optional. You can also update position by requesting access for the security role Dept. DI Admin View and update positions on the page.
- Employees can be designated as department required when there are employees in the Job Code where some are required to drive and some are not. In this situation, the department will modify the employee’s positions by selecting department Required from the Driving drop down list on the page. Employee can also be designated as Optional when the employee may drive but are not required to drive for university business. In this situation, the department will mark the position as Optional. If the position is a group position and some employee drive and some do not, the department is required to create a new position and separate employees between the positions based on the driving status.

If the job code requires the employee to drive, the Create-Modify Position page will show Required in the Driving field below and the department may not change this value.
In the case where the department can select a value, the Driving field will have a dropdown list available.

- Optional Drivers have the ability to opt-out of the process whereas a Required Driver does not. The ESS page shows the Authorized Driver type as Required or Optional with the Authorized Driver Guide. Optional drivers have a checkbox visible for the opt-out as shown below.

- When a position is marked for recruitment for Staff or Student, the background package option will only include those that require an MVR check. If NA is selected on the driving drop down, the background package options will not include an MVR check.
Authorized Driver process administration

- Departments monitor the status of Authorized Drivers on the Dept. Authorized Driver Authorization page. If an employee starts but does not completed the process an email reminder prompts them to complete the process, every week for required status and every month for optional status.
- Employees, who do not complete the process before the expiration date, 30 days for required status and 90 days for optional status, receive an email indicating that the employee cannot drive for university business. See the Communication to Employees section of this procedure.

New hires that are Authorized Drivers

1. For staff and student worker required drivers, the job posting for a required driver contains “Employee must possess a valid US Driver’s license of the appropriate class and required endorsements throughout employment,” in the minimum qualifications section in Kenexa.
2. For faculty and graduate student workers either as required or optional drivers, the job posting and the background checks are managed outside Kenexa and PeopleSoft. Departments are responsible for faculty and graduate student worker postings and to assure appropriate qualifications related to the driver status and selection of the appropriate background package with an MVR check.

If the MVR background check is unsuccessful and the job requires the employee to drive, the candidate should not be hired and another candidate selected.

If the MVR background check is unsuccessful and driving is optional, the acceptance of the candidate for the job is at the department discretion. If the candidate is hired into the position and cannot successfully complete the Authorized Driver requirements, the position must be updated to change the driving status from Optional to NA.
Procedures

Recheck of the Motor Vehicle Records
The employee’s motor vehicle check occurs two times a month and uses the Arizona State ASEDRA system to report the number of points and driver license status of the employee. If the points on the Arizona State Driver’s License are six or seven, the employee must complete the Authorized Driving course again. If the points on the Arizona State Driver’s License are eight or more, the record must be reviewed by the department until the points fall below five points per SPP 319 to determine what actions is necessary.

Employees are required to self-report any change in the Driver’s License status to their department supervisor.

Compliance
The department must take corrective action for any employee who is not compliant with Authorized Driver program requirements.

Corrective actions may include:

1. Written action plan
   a. Change employee job duties to not include driving
   b. Partner the employee with another employee who is authorized to drive
2. Terminate the employee
3. Transfer employee into another job where driving is not required or is optional

Departments are responsible for monitoring and ensuring compliance for their employees’ driving authorization. There are four non-compliance reasons:

1. Employee did not complete the authorization program and is a Required driver within 30 days of hire.
2. Employee MVR report shows that the AZ driver’s license has six or seven points and they have not completed the Authorized Drivers Training course annually. The employee is required to retake the Authorized Driver Training course annually, until the points are below six.
3. Employee MVR report show that the employee AZ driver’s license has eight or more points.
4. Employee MVR report shows that the employee driver’s license is suspended, revoked or cancelled.

Communication to employees
Employees and volunteers receive system-generated emails at different points in the process from HR.Notifications@asu.edu

<table>
<thead>
<tr>
<th>Notification</th>
<th>Email Notifications Purpose</th>
<th>Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Authorized Driver</td>
<td>Link to ESS to complete process</td>
<td>Nightly process selects employees who are newly hired into a position that has a Driving indicator set to Required, department Required or Optional</td>
</tr>
</tbody>
</table>
Points required refresher training | Notify individual that they need to take the Authorized Driver training | When points stored in PS on an AZ license are six or seven
--- | --- | ---
Not Authorized to Drive | Individuals who did not complete all steps in the Authorized Driver Process | Nightly email sent until all steps are completed - one a week for required drivers and one a month for optional drivers.

Exception Procedures
Immediate Drivers are drivers that need expedited driver authorization in order to meet an immediate business need that arises unexpectedly.

Volunteer drivers are drivers that are not ASU employee but are required to drivers on a volunteer basis.

Out-of-state drivers are ASU employees that reside in another state and are required or optionally drive for university business.

Prerequisites
Process and request security role Dept DL Admin View Only to access the Authorized Driver administrative page.

References
Main Policies
EHS 004
EHS 119
Related Policies
ACD 807
FAC 204
FIN 501
PD 207-01
PD 207-02
SPP 319

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